



**Job Title:** Events and Development Coordinator

**Location:** Administrative Office; Residential Campus

**Department:** Development

**Job Status:** Part-Time

**Reports To:** Director of Development / Development & Special Projects Manager

**Supervises:** None

**Mission Statement:** LifeHouse is a Christ-centered ministry ensuring life for unborn children by providing opportunities for housing, help, and hope for young women during their pregnancies and beyond.

**Qualifications:**

- Committed Christian women, beliefs, and lifestyle indicative of such faith
- Passion for the mission of LifeHouse
- Minimum of a bachelor's degree
- 1-2 years of event or development experience preferred
- Organized & detail oriented
- Flexible & able to adapt to frequent or rapid change
- Proficient in Microsoft Word, Excel & Outlook
- Excellent verbal & written communication skills
- Able to work independently & within a team
- Able to manage time wisely & prioritize responsibilities
- Enjoys taking initiative in one's work to solve new problems and learn new skills

**Job Responsibilities:**

- Serve as event lead for any LifeHouse fundraising events such as the annual dinner, golf tournament, young professional events, and any future events
- Manage/lead all event committees
- Work with Director of Development to follow stewardship chart (donor appreciation)
- Manage designers to brand overall look and feel of LifeHouse fundraising events
- Manage creation of all printed event marketing items alongside designers
- Create and manage event related email campaigns through Constant Contact (in coordination with designers)

- Manage online marketing platforms such as social media in coordination with Volunteer Manager to promote events
- Assists the Director of Development in research and development of potential sponsorship relationships
- Assists the Director of Development in managing budgets by monitoring and reporting project-related costs
- Co-Lead the Junior Board and all Champions of Life related events with other Young Professionals on LH staff
- Commits to praying for the spiritual well-being of the organization.

\*At the end of every year review all outstanding pledges alongside Development & Special Projects Manager for each event and contact donors.

**Work Environment:**

- On LifeHouse property or as scheduled
- Typical work week is 20 hours, events do require the occasional work weekend
- Work attire is business casual/professional casual

**Physical Requirements:**

- Ability to walk, stand, climb stairs, sit, bend, stoop, and drive a motor vehicle. Some carrying or lifting (up to 20 pounds) is required.
- Position requires ability to see, read, write, hear and speak clearly in order to communicate with staff, volunteers, donors, clients and visitors.

The above job description is intended to describe the general nature and level of work being performed by an employee in this position. They are not intended to be an exhaustive list of all duties, responsibilities and qualifications of an employee assigned to this job.